

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

**ANNOUNCEMENT NO:** CFSA-09-P054

**OPENING DATE:** 4/22/09

**IF "OPEN UNTIL FILLED"**

**POSITION:** Resource Development Specialist  
DS-301-9/11/12

**CLOSING DATE:** 5/5/09

**SALARY RANGE:** DS-9 \$43,602 - \$56,139  
DS-11 \$52,530 - \$67,731  
DS-12 \$65,001 - \$83,154

**WORK SITE:** WASHINGTON, D.C.

**PROMOTION POTENTIAL:** DS-12

**AGENCY:** Child and Family Services Agency (CFSA),  
Services, Family Resources Division (FRD)

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday  
Contingent upon workload needs will  
require weekend hours

**AREA OF CONSIDERATION:** Unlimited

**NO. OF VACANCIES:** ONE

**Office of the Deputy Director for Community**

**DURATION OF APPOINTMENT:** | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: \_\_\_\_\_  
| | Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

Works as a Resource Development Specialist in the Family Resource Division (FRD), responsible for providing on-going support, trouble-shooting and family advocacy for the total array of social services and family foster care services to children placed in Resource family homes. Counsels and advises foster parents regarding relationship building and recommends appropriate social, cultural and educational enrichment activities to enhance child development in the home. Coordinates and assures allocation of needed services, incentives and resources from CFSA to each foster home. Assists in resolving complaints regarding inadequate or inappropriate social work performed by assigned child's social workers and foster parent care and chronicles historic patterns of difficulty when they occur in a given family foster home. Assists foster parent in navigating both the internal and external service provider community and so expends casework resources to support intensive service delivery. Co-ordinates the creation of support groups based on needs and facilitates the group on a monthly basis. Identifies areas of need in foster homes and counsels them regarding remediation in these areas. Serves as the liaison for the agency with the foster parent. Prepares for and participates in disruption conferences, fair hearings, court and administrative reviews and Family Team Meetings as required. Provides consultation to the placement units based on interaction with the Resource Parent community so that placement match-ups can be recommended upon a child's entry into care or re-placement. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

Requires data entry into FACES system

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of social work principles and practices and skill in providing individual and small group brief training techniques;
2. General knowledge of educational and social services, eligibility criteria, admission standards, referral procedures, community and collaborative resources and other agencies which serve children in foster care and their foster families;
3. General knowledge of the operations, characteristics, functions and objectives of the District government, D.C. Law 2-22, the Adoption and Safe Families Act and other and other appropriate jurisdictions' foster care and social work program, CFSA and related social services;
4. Ability to communicate both orally and in writing; and effectively represent foster parents in court and other areas as needed;
5. Familiarity with educational, psychiatric, psychological, and medical services available to children, and supportive financial services available to resource parents;

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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